

MASSACHUSETTS NATIONAL GUARD  
TECHNICIAN EMPLOYMENT BULLETIN

NUMBER: 06-197

PERMANENT

18 September 2006

OFFICE OF THE ADJUTANT GENERAL  
Human Resources Office  
50 Maple Street  
Milford, MA 01757-3604  
(508) 233-7452/6757 (DSN) 256-7452/6757

SERVICE: *Army and Air Guard*  
APPLICATIONS ACCEPTED UNTIL: 27 September 2006  
EMPLOYMENT LOCATION: JFHQ-PAO, Milford, MA  
TELEPHONE CONTACT: MAJ Winfield Danielson, DSN 256-6560,  
Comm: (508) 233-6560

POSITION: PUBLIC AFFAIRS SPECIALIST  
SERIES/GRADE: GS-1035-09

PDCN: Army: 70609 Air: 80699  
SALARY (PA): \$45,806 to \$59,553

This position is being funded by the ARNG.

APPOINTMENT FACTORS:

<input checked="" type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Supervisory/Management	<input type="checkbox"/> Entry Level	<input type="checkbox"/> Excluded
<input checked="" type="checkbox"/> Permanent Position	<input type="checkbox"/> Temporary Promotion	<input type="checkbox"/> Indefinite Position	
<input type="checkbox"/> Officer	<input type="checkbox"/> Warrant Officer	<input checked="" type="checkbox"/> Enlisted	

AREA OF CONSIDERATION:

✓ All current members of the Massachusetts Army and Air National Guard

COMPATIBLE MILITARY SPECIALTY AND GRADE (Grade Inversion Prohibited):

Compatible MOS/AFSC: Air: 35XX, 3NXX, Army: 46Q

Maximum Military Grade:  
Minimum Military Grade :

Officer:  
Officer:

Warrant Officer:  
Warrant Officer:

Enlisted: MSgt/SFC  
Enlisted: TSgt/SSG

**GENERAL EXPERIENCE:** Experience in administrative, professional, investigative, technical or other responsible work which demonstrates the applicants skill in written and oral communication, analytical ability, and ability to deal effectively with others.

**SPECIALIZED EXPERIENCE:** Must have 24 months experience which has provided the candidate with the ability to plan, develop and implement a Public Affairs Program for the Massachusetts National Guard. Must have experience developing and providing staff direction involving public information, internal information and community relations activities. Must be able to establish and maintain effective working relationships with print and broadcast media representatives in disseminating information or answering inquiries about the office's operations or activities.

**APPLICANTS WHO MEET THE ABOVE ELIGIBILITY REQUIREMENTS WILL BE EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES, (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION:**

1. Knowledge of, and skill in, planning, writing and editing articles and releases for internal and external audiences.
2. Knowledge of, and skill in, developing communication campaigns.
3. Skill in identifying target audiences and selecting the most effective means of communicating with them.
4. Skill in establishing and maintaining working relationships with stakeholders.
5. Skill in public speaking.
6. Ability to learn basic video editing skills.
7. Ability to maintain detailed information databases and spreadsheets.
8. Ability to prepare and give briefings.
9. Ability to learn publication design and publication design software.

Job announcements and application procedures are posted on Internet: [WWW.MASS.GOV/GUARD](http://WWW.MASS.GOV/GUARD).

ALL TECHNICIAN HIRES SUBJECT TO THE AVAILABILITY OF FUNDS  
THE MASS NATIONAL GUARD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.  
MINORITIES AND WOMEN (UNLESS OTHERWISE PROHIBITED) ARE ENCOURAGED TO APPLY.

## APPLICATION PROCEDURES

Include all of the following with application packet:

- ✓ Submit **one** of the following forms of application
    - OF 612 - Optional Application for Federal Employment (preferred)
    - Resume
    - SF 171
  - ✓ HRO Form 1-1 (Application for Position Vacancy)
  - ✓ HRO Form 1-2 (Mass National Guard Supplemental Questionnaire for Tech Vacancy)
  - ✓ SF 181 Race And National Origin Identification
- (This form is optional. Applicants who desire minority consideration must complete this form)
- ✓ Current military technician employees will furnish one additional copy of HRO Form 1-1 to their immediate supervisor. Supervisors will complete the required HRO Form 1-3 or HRO Form 1-4 within two (2) workdays and forward it to the HRO.

As a minimum, applications must contain the following information:

- A. The announcement number, title and grade of the job you are applying for
- B. Full name, mailing address and day and evening phone numbers
- C. High school/college education
- D. Information on your paid and non-paid work experience related to the job you are applying for (i.e. job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary; and indicate if we may contact your current supervisor)
- E. Other qualifications such as job related training courses (title and year); job related skills; job related certificates and licenses (current only); and job related honors, awards and special accomplishments
- F. State military grade and MOS/AFSC, and all related military experience.

All applicants are cautioned against making false statements on their application. By submitting an application for employment applicants certify that, to the best of their knowledge and belief, all of the information on and attached to the application is true, correct, complete and made in good faith. Applicants must understand that false or fraudulent information on or attached to the application may be grounds for not hiring them or firing them after work begins, and may be punishable by fine or imprisonment. Applicants must also understand that any information they give may be investigated/verified. Regardless of the format of the application, candidates must indicate how they possess the Knowledge, Skills and Abilities (KSA's) required of this position. Individual applicants must meet the mandatory qualifications and indicate how they meet these qualifications. Failure to do so will result in the application being returned as ineligible. The following documents are not acceptable as attachments to applications: photographs, copies of position descriptions, training certificates, performance ratings (civilian or military), awards or letters of appreciation. It is illegal to mail applications at government expense.

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### SUBMIT PAPER APPLICATIONS TO:

JFHQ- MAARNG  
ATTN: HRO (Staffing)  
50 Maple St.  
Milford, MA 01757-3604



### SUBMIT ELECTRONIC APPLICATIONS TO:

e-mail to: [MA-staffing@ng.army.mil](mailto:MA-staffing@ng.army.mil)  
Information on applying electronically can be found at:  
<http://www.mass.gov/guard>  
Look under **Electronic Application Procedures**  
TEB's are also posted on GKO/MAKO

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### SELECTION OF INDIVIDUAL:

- A. Selection will be by review of written application and interview. Applicants who desire a personal interview must indicate it on their HRO form 1-1.
- B. Applicants claiming educational achievements on their application must bring certificates with them when interviewed.
- C. Assistance in preparing applications is available by contacting the Military Technician Staffing Section (508) 233-7452/6757 or DSN 256-7452/6757. For assistance in completing federal job applications/resumes, please see OF 510, "Applying for a Federal Job". This form is available on OPM's World Wide Web site at [www.usajobs.opm.gov](http://www.usajobs.opm.gov), and on other automated federal job information systems.
- D. Applicants must possess or be eligible for the appropriate level Security Clearance.
- E. Candidates must possess a valid State driver's license for the State in which they live or are principally employed.
- F. **CONDITION OF EMPLOYMENT:** Employee will be required by law to participate in Direct Deposit/Electronic Fund Transfer program.
- G. **PCS MOVE: EXPENSES NOT AUTHORIZED**

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